



# MONTANA URBAN & COMMUNITY FORESTRY GRANT PROJECT REPORT FORM

Community: Anytown, MT Federal Tax Identification Number: 60-000000

Grant Program Requesting Payment For (i.e., Arbor Day, Tree City USA, Program Development or Tree Planting and Care):

Program Development

Payment Mailing Address: 123 Main Street, Anytown, MT 59000

Total Reimbursement Amount Requested (all receipts must be included): \$4000

Total Matching Amount Claimed (all receipts must be included): \$5970

Total number of volunteers involved in all aspects of the project 50

Estimated total volunteer hours 215

Notes: 10 vol. @ 8 hrs. = 80 hrs.; 5 vol. @ 4 hrs. = 20 hrs; 20 vol. @ 2 hrs. = 40 hrs; 15 vol. @ 5 hrs. = 75 hrs. TOTAL = 215 hrs.

## REPORTING INFORMATION!!!

**Arbor Day & Tree City USA Grants require a 35% match in addition to the grant amount.**

(Example: \$400 grant award x 35% match requirement = \$140 match).

**Program Development and Tree Planting & Care Grants require a 100% match in addition to the grant amount.**

(Example: \$1000 grant award x 100% match requirement = \$1000 match).

**Receipts/invoices are required for all reimbursable and matching expenses claimed.**

As per the Grant Agreement, communities will be reimbursed for actual costs not to exceed the grant amount. If receipts total more than the specified grant amount, the community will be responsible for all additional costs.

Project Expense	Quantity/Hourly Rate or Piece Rate	Grant Fund Requested	Cash	Donated or In- kind Service	In-kind	Total
Trees	200 @ \$30 each	\$3000	\$3000			\$6000
Shipping	200 trees		\$300			\$300
Tree posts	200		\$20			\$20
Forestry consultant Joe Smith	80 hours @ \$30 per hour	\$1000	\$1400			\$2400
Mulch	300 cu. Ft @ \$1.50 per cu. foot		\$450			\$450
Excavating	12 hours @ \$50 per hour			\$600		\$600
Lunches for work crew	40 meals @ \$5 per lunch			\$200		\$200
<b>TOTAL</b>		<b>\$4000</b>	<b>\$5170</b>	<b>\$800</b>		<b>\$9970</b>

Please mail this report and all receipts to:

**Montana DNRC, Urban and Community Forestry Program, 2705 Spurgin Road, Missoula, Montana 59804-3199**

All projects must be completed by no later than June 30th.

Community: \_\_\_\_\_ Federal Tax Identification Number: \_\_\_\_\_

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